

# TEXAS ARMY NATIONAL GUARD ENLISTED TITLE 32 AGR VACANCY ANNOUNCEMENT



**Texas Army National Guard  
Adjutant General's Department  
Post Office Box 5218  
Austin, TX 78763-5218**

**Announcement #**

**PM 14-118**

**Opening Date**

**28 August 2014**

**Closing Date**

**30 September 2014**

**Position Title:**

PROPERTY BOOK NCO

**Location of Position:**

HHC 136 MEB

**MOS:**

92Y20

ROUND ROCK, TX

**Grade:**

E5

**Open to: TXARNG ONLY**

92Y Preferred; any MOS may apply

**Minimum Grade to apply:** E4

**Maximum Grade to apply:** E5

Must meet all MOS reclassification requirements (See page 4)

## REQUIRED DOCUMENTS TO BE SUBMITTED

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

1. **Cover Page** - AGR Vacancy Announcement with Personal Contact Information Listed Below.
2. **\*NGB Form 34-1 / Memorandum for Consideration (On-Board AGR Only)** - Application for Active Guard/Reserve (AGR). Application must be signed. Attach a separate sheet fully explaining any "Yes" answers to any questions in section IV. On-board AGR Soldiers may submit Memorandum for Consideration IAW AR 25-50 in lieu of NGB Form 34-1.
3. **\*Military Biography** (Download example/format from <http://www.agd.state.tx.us/jobs/> click Download Tab 1.)
4. **CERTIFIED copy of ERB** - Certified by Army G1 EPM or Unit S-1  
Line Scores must be included for MOS Conversion (if applicable).
5. **DD Form 214s** - Copy Member 4 or Service 2 (indicating SPD Code) or NGB Form 22.
6. **Copy of last five NCOERs.**  
Submit a memo to the President of the Board explaining reason(s) for any missing NCOERs or unrated time.  
A letter of recommendation or performance evaluation will be submitted on soldiers not yet due an NCOER.
7. **Individual Medical Readiness (IMR) from MEDPROS.**  
PHA – must be within 1 year of announcement opening date.  
HIV Testing – must be within 2 years of announcement opening date.  
Must be DENTAL Class 1 or 2 – A deployable asset.  
If applicable include PERMANENT Profile. Soldier must NOT be on TEMPORARY Profile.
8. **DA Form 705 (APFT).**  
Must have successfully completed & passed most recent APFT within 6 months of announcement opening date  
Ensure DA 705 states "FOR RECORD GO".
9. **\*Current Certified Statement of Height and Weight** from unit commander or authorized representative.  
Height and weight must be conducted within 30 days of announcement opening date.  
Include DA Form 5500-R or DA Form 5501-R (Body Fat Content Worksheet) if needed as **supporting document**
10. **Current NGB 23B RPAM Statement.** (Must be able to complete 3-year initial tour prior to 18 years of AFS)
11. **Statement of Security Verification (JPAS)** from Unit Security Manager.
12. **\*JFTX 32-R** (Police Record Check) Applicant must complete Section I, II, leave #10 blank & section III Blank. (Must be signed and dated)
13. **\*TXARNG Title 32 AGR - VA Disability Questionnaire** – Applicant must complete, sign and date.
14. **Letter of Input for President of the Board** – If applicable list any discrepancies for items on the Checklist. This item is NOT a requirement.

**\*\*Optional documentation that may be submitted is located on the last page of this announcement\*\***

\*Indicates downloadable form available at <http://www.agd.state.tx.us/jobs/>, click "Download" Tab 1.

### APPLICANT'S CONTACT INFORMATION

**RANK**

**NAME**

**PHONE**

**EMAIL**

**FOR NGTX-AGR USE ONLY**

Reviewed by: \_\_\_\_\_

**Point of Contact for Application:****SSG Carlos A. Navarro at (512) 782-1244****SGT Jennifer L. Tosa (512) 782-1297****Email at [ng.tx.txarng.mbx.agr-staffing@mail.mil](mailto:ng.tx.txarng.mbx.agr-staffing@mail.mil)****Point of Contact for Board & Position****MSG Tamika Evans at (512) 388-6329 or by email at [tamika.l.evans@mail.mil](mailto:tamika.l.evans@mail.mil).****Consideration Factors**

- All applications will receive consideration for this position without regard to race, religion, color, national origin, sex, age, political affiliation or other non-merit factors.
- All applicants must be able to attend appearance board.
- A background check will be completed on all applicants.

**AGR Position Description****SUPPLY SERGEANT –**

The Property Book NCO supports the Property Book Officer (PBO) in managing and maintaining the automated accounting system Property Book Unit Supply Enhanced (PBUSE) and special projects. Support the Brigade J-4 NCOIC with the Brigade Commander's Unit Status Reporting (CUSR), rations, transportation and lodging for the entire brigade. Responsible for providing technical assistance to subordinate units concerning property accountability and logistical management for property accountability. Maintain an accurate accounting and reporting system for non-expendable property for Brigade's PBUSE. Generate and post transactions to the property records. Review and recommend disposition of requests for issue, turn-in, and lateral transfer. Verify property listings to ensure non-expendable quantities are authorized. Requisition required equipment per authorization documents. Identify, direct and manage excess property within the battalion. Ensure property disposition instructions are requested through the United States Property and Fiscal Office (USPFO). Must also be able to travel overnight to assist units with logistical support as required by the Commander. Perform other duties as assigned.

**AGR Qualifications**

1. Must be qualified for initial entry into or continued service in the AGR Program IAW AR 135-18, NGR 600-5, AR 40-501, and be capable of performing the duties assigned and implied by grade, MOS and position as prescribed above.
2. Must be able to meet all military education and FTUS requirements in accordance with NGR 600-5, NGR 600-100, NGR 600-101, and current policies/directives.
3. Must attend and successfully complete the appropriate TXARNG and NGB mandated Full Time Unit Support (FTUS) Training Requirement at the Brownwood Training Site and the National Guard Professional Education Center (PEC) within 12 months of assignment. Failure to do so will result in separation.
4. Must not have any unfavorable actions of any kind; must not be flagged, and must not have any temporary or permanent profile that would prevent successful completion of a retention/period physical.
5. Must be a deployable asset.
6. Must attend all Inactive Duty for Training (IDT) and Annual Training (AT) periods and performs duty in the assigned duty MOS.
7. Must be able to complete a 3 year initial tour of AD or FTNGD prior to completing 18 years of active service.
8. Must be at least 18 years of age and not reached 55<sup>th</sup> birthday.
9. Must have completed Initial Entry Training (IET).
10. If PULHES numerical indicator of P3 or P4, then the requirements of AR 600-60 must be met prior to accessioning into the AGR program.

### Conditions of Employment

- (1) A physical demands rating of heavy.
- (2) A physical profile of 222222.
- (3) Qualifying scores.
  - (a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
  - (b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
  - (c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
- (4) Normal color vision.
- (5) Mandatory formal training.
- (6) No documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier to include:
  - (a) No conviction by court-martial or by any Federal or state court.
  - (b) No juvenile adjudication by state court.
  - (c) No punishment under Article 15, Uniform Code of Military Justice (UCMJ) caused by incidents that reflect adversely on the Soldiers integrity and lack of trust.
  - (d) No letter of reprimand, censure, or admonition under the provisions of AR 600-37, chapter 3.
  - (e) Voluntary confession after proper rights warning according to Article 31(b), UCMJ, or under applicable Federal or state law. Note: Disqualification under this paragraph is waivable by a military review board.
- (7) No other record of disciplinary action under UCMJ or pattern of behavior which indicates a lack of integrity or which is inconsistent with the 92Y position of trust.
- (8) No conviction or other adverse disposition for criminal offenses listed as a misdemeanor or felony as outlined in AR 601-210, chapter 4. This criteria is not waivable.

### Conditions of Employment

1. **TXARNG Enlisted membership not to exceed pay grade of E5.** Selected applicants in pay grade that exceed authorized MTOE assignment of **E5** will take a voluntary reduction in grade prior to assignment.
2. **Current on-board Technician applicants** - Technicians selected for AGR positions will go on LWOP status or may voluntarily resign from the Technician Program.
3. **Current on-board AGR applicants are ineligible to apply if within a stabilization period IAW TXARNG 600-5.**
4. **Must possess a SECRET Security Clearance, those applicants without a SECRET Security Clearance must submit security clearance application within 30 days of selection. Failure to obtain SECRET Security Clearance within 12 months of selection will result in separation from Title 32 AGR Program.**
5. Must be able to complete MOS reclassification within 12 months of selection.
6. Must demonstrate the ability to effectively communicate verbally and in writing.
7. Human Immune Deficiency Virus (HIV) testing for all Soldiers will be accomplished within 24 months prior to initial entry.
8. Must possess a valid state driver's license and be able to become qualified to operate vehicles organic to the unit.
9. Favorable drug screening test within 15 days of initial entry into the AGR Program is mandatory.
10. IAW TXARNG P12-11, Initial Hire AGR Soldiers will be stabilized for 36 Months from date of assignment (automatically waived to 24 months if Soldier is fully qualified upon assignment).
11. Soldiers who have filed for or are receiving Veterans Affairs (VA) disability benefits must pass an Active Duty Physical conducted at Military Entrance Processing Station (MEPS) IAW AR 40-501 within 30 days of notification of Selection for AGR Positions.

**PLEASE NOTE: ACCEPTANCE OF AN AGR POSITION MAY RESULT IN TERMINATION AND/OR REPAYMENT OF MILITARY INCENTIVES. PLEASE CHECK YOUR CONTRACT AND CONTACT YOUR SERVICING EDUCATION/INCENTIVES OFFICE OR THE RECRUITING/RETENTION OFFICE.**

### Optional Documents that May be Submitted

1. Copy of any Certificate of Training that is not listed on ERB.
2. Copy of special skill certification or license that is pertinent to the position.
3. Recommendation letters from current or previous employers, commanders, organizations etc.
4. Federal Employee Performance Appraisals or civilian performance evaluation and/or incentive award certificate.
5. Counter Drug, Drug Interdiction, or Law Enforcement performance appraisal.
6. Official DA Photograph.
7. Formal explanation for any discrepancy listed in your official military records. Must be in memorandum format IAW AR 25-50, For the President of the Selection Board. Cannot be for a "bad" NCOER.

## Where to Submit the Application

**(All applications must be received prior to 1600hrs (CST) on the closing date of announcement)**

**Applicants must contact AGR Staffing if they are not contacted within five business days after the announcement closing date to verify their packet has been received.**

### **\*3 Methods for submitting an application:**

**Preferred:** EMAIL to: [ng.tx.txarng.mbx.agr-staffing@mail.mil](mailto:ng.tx.txarng.mbx.agr-staffing@mail.mil). E-mail Subject Line should only contain **Announcement # - Rank, Last Name, First Name (Example: PM 14-XX – SGT Snuffy, Joe)**. Please allow up to 48 business hours following closure of announcement to receive EMAIL confirmation. Soldier(s) may contact AGR Staffing Section at anytime to verify their application has been received and/or to correct any deficiencies prior to announcement closing date. (All documents scanned as one PDF/TIF document preferred).

**Hand Delivered:** Applications may be **hand delivered** by applicant or on behalf of applicant to the AGR Staffing office located on Camp Mabry Bldg 8 RM C104 by 1600hrs COB. A stamped confirmation will be given. (No binders, staples, or tabs).

**Mailed:** Address to the Adjutant General of Texas, ATTN: NGTX-AGR (Bldg 8/RM C104), PO Box 5218, Austin, TX 78763-5218. Express Mail: 2200 W 35<sup>th</sup> ST, Austin, TX 78703-1222. Application must be received and stamped in by 1600 hrs on closing date. **\*Note:** Mailing your application through Overnight delivery a day prior to the closing date is not a guarantee it will be received before applications are sent to the unit for board proceedings\* An email confirmation will be sent once application is received. (No binders, staples, or tabs).  
Applicants will not submit an AGR application using Military Postage IAW NGR 600-5 and AR 135-18.